

# **CHURCH CONSTITUTION**

## **PREAMBLE**

We the members of Christian Bible Fellowship, for the purpose of preserving the principles of our faith, and that we may be governed in an orderly manner, consistent with the teachings of the Holy Bible, do establish and adopt this constitution and by-laws to which we voluntarily submit ourselves.

## **ARTICLE I**

### **NAME AND PURPOSE**

#### **SECTION 1**

##### **NAME**

This congregation of believers shall be known as **Christian Bible Fellowship**.

#### **SECTION 2**

##### **PURPOSE OF CHRISTIAN BIBLE FELLOWSHIP**

A) We believe the church is established to glorify God, through worshipping God, through edifying believers by teaching and fellowship, to proclaim the gospel of Jesus Christ to everyone in the world. This is accomplished by personal evangelism, giving out printed materials, mailings, use of telephone, radio broadcast, television broadcast, cassette tapes, video tapes, all types of preaching services and campaigns, sending and supporting of missionaries (both at home and abroad), Vacation Bible Schools, Sunday Schools, various youth ministries, jail and prison ministries, nursing home ministries, youth camps and retreats, rescue missions, mission trips and any other ministry that the Church may be led of God to establish.

The Church shall also ordain and commission men to the Gospel ministry, seek to evangelize the unsaved, educate and edify believers of like precious faith in accordance with the doctrines we believe as found in the Holy Bible. A variety of activities will be used to accomplish our goals, such as listed above. We shall continually be seeking the leading of God in starting new ministries from time to time in obedience to His will. Matthew 28:19-20, Mark 16:15, Acts 1:8, Ephesians 4:11-12, James 1:27, Matthew 25:34-40

B) This congregation is organized as a church exclusively for charitable, religious and educational purposes within the meaning of Section 501,c,3, of the Internal Revenue Code of 1968 ( or corresponding provision of any future United States Revenue Law) including but not limited to, for such purposes, the establishing and maintaining of religious worship, fellowship, maintaining and operation of the church fellowship hall, and any related facilities occupied by the church.

## ARTICLE II

### SECTION 1

#### **Church Doctrinal Statement**

#### **WHAT WE BELIEVE . . . .**

##### **ABOUT THE BIBLE**

The Bible is the word of God. Holy men of old recorded, as they were moved of the Holy Spirit, Gods revelation to man. We believe that the 66 books of the Old and New Testaments are the complete and divine revelation of God to Man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning. We believe that the scriptures in their original languages of Hebrew, Aramaic and Koine Greek are without error and represent to us today the genuine word from God. Our modern day versions are only as accurate as they faithfully represent the original manuscripts. The Bible today is to be our sole authority in matters of faith and practice through teaching, reproof, correction and instruction in righteousness that the redeemed of God may be brought to maturity, thoroughly equipped for all good works.

Deut 6:6-9; Joshua 1:8; Psalm 19:7-11, 119:9,11,18,89,105,130,133,160; 2 Timothy 2:15, 3:16-17, 4:2  
1 Peter 1:23-25; 2 Peter 1:20-21;

##### **ABOUT GOD . . . . .**

There is one God eternally existing in three distinct persons, God the Father, God the Son, and God the Holy Spirit. All three were\are present and active in creation, in redemption and in restoration. They are the Triune God or Trinity. All three are equal and possess the same attributes or characteristics.

Genesis 1:1; Matthew 3:16, 28:19; John 3:16, 16:8-11; Romans 5:8; Colossians 2:9; 1 John 4:8-11;

##### **ABOUT GOD THE FATHER . . . . .**

We believe the Father is the first person of the Trinity. He is Spirit and has personal qualities such as intelligence, volition and emotion. We see Him at work in creation and in the plan of redemption for mankind.

Genesis 1:1,3; Exodus 20:5; Job 23:13; Isaiah 45:5; Matthew 28:19; Luke 24:39; John 4:24, 6:38;  
Romans 8:28-30; Ephesians 1:3-7;

##### **ABOUT GOD THE SON . . . . .**

We believe that Jesus Christ is God, the second person of the Trinity. He exists eternally and laid aside His preincarnate glory to become man. Yet, He in no way laid aside His deity. He is the True-God and True-Man. He was miraculously conceived of the Holy Spirit, born of a virgin named Mary and as the sole mediator between God and man. He lived a sinless life which culminated with His sacrificial death on the cross for all mankind. We believe that Jesus could not sin because He was and is God. He was buried and rose bodily from the tomb on the third day. He later bodily ascended into heaven where He today reigns as the Head of the church and the soon and coming King of Kings and Lord of Lords. He is God's ideal man and man's ideal God.

Isaiah 7:14, 9:6; Micah 5:2; Matthew 1:18, 4:2, 28:19; John 1:1-2,14, 20:28; Romans 5:8; Philippians 2:5-8, 3:20-21; Colossians 1:13-22; Hebrews 1:1-3, 7:25, 10:5-14;

#### **ABOUT THE HOLY SPIRIT . . . . .**

We believe that the Holy Spirit is the third person of the Trinity. His work before Pentecost was unique and since Pentecost is complete. He today, dwells in every believer, the moment they place their trust in Christ. His entrance unites and seals believers in the body of Christ. He is our sole source of power and wisdom as He is God in us. To be filled with the Spirit literally means to be controlled by Him as we walk in obedience to Gods word. The sign gifts of the Holy Spirit, such as speaking in tongues, prophecy, healing (an individual healer) were temporary. We believe that speaking in tongues was never the common or necessary sign of the filling or baptism of the Holy Spirit. It is not always God's will to heal the body of sickness or pain, though God frequently chooses to do so in answer to prayer by believers and obedience to His word.

His role today consist of restraining evil, convicting of sin, righteousness and judgment, regenerating all believers indwelling all the saved, sealing until the day of redemption, teaching the redeemed and empowering Gods servants to accomplish His will.

John 14:16-17, 16:7-15; Acts 1:8, 4:8,31; Romans 8:9,23; 1 Corinthians 1:22,6:19, 11:27-32, 12:13, 13:8,14:21-22; Ephesians 2:22, 4:30, 5:18; James 5:14-16;

#### **ABOUT MAN . . . . .**

We believe man was created by God as the pinnacle of His creative genius. He was created in His image, after the likeness of God. He fell through sin and as a consequence he died spiritually, becoming dead in trespasses and sins. At this time he became subject to the power of Satan where he remains today. Every person born since that time except for the Lord Jesus Christ, has inherited this fallen sinful nature. We sin because we are sinners, not sinners because we sin. Man today is totally unable to save himself. Mankind wrestles with these consequences and has no hope apart from Gods Perfect Plan for Redemption.

Genesis 1:21,24-31, 3:1-15; Psalm 14:1-3, 33:6, 51:5; Jeremiah 17:9; Matthew 19:26; Mark 7:21-23; John 1:3, 3:6,5:40, 6:53,8:42-44; Romans 1:18-32, 3:10-19,23, 5:12, 6:23, 8:6-7;

#### **ABOUT SALVATION . . . . .**

We believe in salvation by grace through faith in the Lord Jesus Christ. Salvation is offered as a result of the substitutionary and sacrificial death of Christ at Calvary. Salvation is offered as a free gift of God to a fallen humanity which has no hope. It can be received only by personal faith in Jesus Christ as savior. Repentance goes hand in hand with salvation as it is the bearing of the genuine fruit of salvation.

We also believe in the eternal security of the believer. Once someone is genuinely born again, they are saved forever. They have received the gift of eternal life which can in no way be lost or forfeited because of the very nature of our Savior, the Eternal Son of God.

John 1:12 3:16,18,36, 5:24, 6:28-29,40, 10:27-30, 14:6; Acts 4:12, 16:31; Romans 1:16-17, 3:22-26, 4:5, 6:23, 10:8-13; Ephesians 2:8-10; 1 John 5:11-13;

#### **ABOUT THE CHURCH . . . . .**

We believe in one true universal church, composed of all those saved by the wonderful grace of God. It is unified in power and purpose by the Holy Spirit and Gods revealed will, the Bible. This church is the body of our Lord Jesus Christ composed of both Jew and Gentile alike assembled from Pentecost to the Rapture.

We believe in the local church as Gods plan for assembling believers in a specific locality. It is an independent and autonomous fellowship composed of those so directed of the Holy Spirit to unite together for prayer, worship, preaching, teaching, ministry, communion, discipleship, and soul winning. We believe it is vital to the life of every believer to be a part of a Christ honoring local fellowship and a necessary part of Gods plan for the proclamation of the gospel to every creature.

We believe in the autonomy of the local church, free of any external authority or control. That it is self-governing, self-supporting as Christ provides through its leaders and membership.

We recognize water baptism (immersion) and the Lord's Supper as the scriptural ordinances of obedience for the Church in this age.

*Baptism...* is a command of scripture for every believer, and it is an act of obedience to the Lord Jesus Christ, picturing His death, burial and resurrection. Baptism is identification with Christ and other believers of like faith. Being baptized does not make one a member of the Church. We do not believe in, nor practice infant baptism of any type.

*The Lord's Supper...* or Communion is to be partaken of by believers that are in fellowship with Him. It pictures His broken body, by broken bread, and His shed blood, by the grape juice. Our church shall practice "open" communion, (any visiting believer or believers present at the Lord's Supper may partake). All participants will be admonished to examine themselves and confess sin before partaking. The implements used are to be unfermented grape juice and unleavened bread.

Matthew 28:19-20; Acts 2:41-47, 6:1-8, 8:26-38, 13:1-4, 15:19-31, 16:30-34, 18:8; Romans 12:4-5, 16:1,4; 1 Corinthians 5:1-7, 10:32, 12:13; Ephesians 4:11-16; Colossians 1:18, 2:9-10; 1 Peter 5:1-4; Revelation 2&3;

#### **ABOUT CREATION. . . .**

We believe that God created from nothing, the heavens and the earth in 6 literal days. God the Father, God the Son and God the Holy Spirit were all active and part of the creation process. We do not adhere to any form of evolution or the evolutionary theory. We reject therefore, theistic evolution as nothing more than a feeble attempt to unite the clear teachings of the infallible Word of God regarding creation with unregenerate man's false theory of the creation process.

Genesis 1:1-2:27, John 1:1-3, Colossians 1:15-17, Hebrews 1:1-3,

#### **ABOUT DISPENSATIONS . . . .**

We believe that in the course of human history God has administered His plan on the earth through man under varying responsibilities called dispensations. Each dispensation is a way of life & responsibility to God which would test the submission of man to God's revealed will during a particular time. Ultimately man fails in his responsibility and God then judges. These dispensations have spanned the entire course of human history. Three of these span major portions of the Word of God, which are, the dispensation of the Law, the current dispensation of Grace and the future dispensation of the Millennial Kingdom. Each is distinct and should not be confused or intermingled as they are chronologically successive.

1 Corinthians 9:17, Ephesians 3:2 & 9, Colossians 1:25, 1 Timothy 1:4

#### **ABOUT BIBLICAL SEPARATION . . . .**

We believe that all the saved should live in such a manner as to never bring reproach upon their Savior and Lord. This includes separation from all religious apostasy, all worldly and sinful activities, practices and associations as commanded by our Lord.

Romans 12:1-2, 14:13; 2 Corinthians 6:14- 7:2; Ephesians 5:11; 2 Thessalonians 3:6; 1 John 2:15-17; 2 John 9-11;

#### **ABOUT FUTURE THINGS . . . .**

We believe in the pre-millennial, pre-tribulational calling out of the true church of Jesus Christ. It will be composed of all those saved since the day of Pentecost.

In heaven, we will have the judgment seat of Christ and the marriage supper of the Lamb. While on earth, the 70th week of Daniel will be taking place.

At the end of those 7 years, Christ will return to this earth where the battle of Armageddon will take place. Once He crushes the forces of Antichrist, He will begin His 1000 year reign on this earth. Once the millennial reign is complete, the great white throne judgment will begin. Here all the unsaved dead of humanity will give account to God for rejection of His Son. Then God will judge this earth and give all the redeemed a new heaven and a new earth.

Daniel 7:13-27, 9:27, 12:1; Jeremiah 23:5-6, 30:7; Joel 1:15; Isaiah 9:6-7, 26:19; Matthew 24&25; John 14:1-6; 1 Corinthians 3:12-15, 15:51-58; 1 Thessalonians 4:13-17; Revelation 19-22;

#### **ABOUT SATAN . . . . .**

We believe that he is a created being who was originally the most beautiful of all Gods Cherubim. He was found to have sin in his heart in wanting to be God. Thus he was cast out of heaven along with 1/3 of all the angels of heaven. He positioned himself to participate in the fall of man in Eden and has since made himself into the adversary of humanity as well as the accuser of the redeemed. His ultimate goal is to have humanity worship him in place of Jehovah God. During the 7 year tribulation period on this earth he will partially succeed until Christ comes and stops his blasphemous plan. He will be imprisoned in the bottomless pit just short of 1000 years until he is loosed for a little season. At this time he'll be apprehended and cast into the lake of fire. PRAISE GOD WE WIN !

Genesis 3:1-15; Isaiah 14:12-17; Ezekiel 28:11-19; 2 Peter 2:4; Jude 6; Revelation 20:1-3,7-10;

#### **ABOUT HEAVEN . . . . .**

We believe in a literal heaven as the abode of God. The place where Christ today is preparing the homes of millions of His children. A place of beauty, peace, joy, fellowship, praise and worship. A place where all the redeemed will commune with their creator and their redeemer for all eternity. Entrance is gained solely through a personal relationship with Jesus Christ entered by grace through faith.

John 3:3-5, 6:32-35, 14:1-6; 2 Corinthians 12:1-9; 1 Timothy 4:8; 2 Timothy 4:8; Hebrews 12:22-24; Revelation 4&5, 19:1-3, 21:1-22:7;

#### **ABOUT HELL . . . . .**

We believe in a literal hell where all the unsaved go immediately after they close their eyes in death. It is a place of darkness, fire, torment, suffering, crying, immense pain, memory, and total consciousness. There is no way out, no way to relieve the suffering and no way to escape. It was originally prepared for the devil and his angels but later became the abode of all those who reject Christ. Its ultimate end will be in the lake of fire at the Great White Throne judgment.

Matthew 25:31; Luke 16:23-28; John 3:18,36; Romans 8:1; Revelation 19:20, 20:10-15;

#### **ABOUT CIVIL GOVERNMENT. . . . .**

We believe that God has ordained and created all authority consisting of three basic institutions, the home, the Church and the state. Every person is subject to these authorities, however all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the Church and the state are equal and sovereign in their respective biblical assigned spheres of responsibility under God.

Matthew 22:17-21; Romans 13:1-7; Ephesians 5:22-24, 6:1-3; Hebrews 13:17; 1Peter 2:13-14;

#### **ABOUT HUMAN SEXUALITY. . . . .**

We believe that God has commanded that no intimate sexual activity between a man and a woman should be engaged in outside of marriage. Any form of sodomy, homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of the sexual relationship between a husband and his wife. To accept such perversions will bring about swift judgment from our Creator, as He calls such "an abominable thing." We must always remember that God hates sin yet loves the sinner. Those involved in such activity can be saved but must repent and come out from such practices.

Genesis 2:24, 19:5-7, 26:7-11; Leviticus 18:1-30; Matthew 5:27-28; Romans 1:26-29; 1 Corinthians 5:1, 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4;

**ABOUT MARRIAGE. . . .**

We believe that marriage is the first and most honorable of all human relationships. It is not to be entered into lightly or unadvisedly but with much prayerful consideration and thought. Through God's gift of marriage a man and a woman can find a completeness that they will find nowhere else. Marriage was created to last a lifetime. However, due to the entrance of sin, we see the tragic consequence called divorce. God's Word allows the marriage bonds to be dissolved for three reasons, death, fornication (any type of sexual unfaithfulness) and the departing of an unbelieving spouse from the home. The marriage partner left behind is free to remarry in such circumstances. God's best is always for forgiveness and restoration if at all possible but He allows divorce in such situations.

Divorce and remarriage for any other reason is regarded as adultery until there is repentance and forgiveness, after which divorced/remarried or divorced persons may hold positions of service in the church and be used of God in Christian service. However, they may not be considered for the offices of pastor and deacon.

Malachi 2:14-17; Matthew 19:3-12; Romans 7:1-3; 1 Corinthians 7:10-11; 1 Timothy 3:2 & 12; Titus 1:6-7;

**ABOUT ABORTION. . . .**

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of an unborn human life. Abortion is murder. We reject any teaching that the abortion of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental/physical well-being of the mother are acceptable.

Job 3:16; Psalms 51:5, 139:14-16; Isaiah 44:24, 49:1,5; Jeremiah 1:5, 20:15-18; Luke 1:44;

**ABOUT MISSIONS. . . .**

We believe that God has given the Church a Great Commission, to make disciples of all nations so that there might be a great multitude from every nation, tribe, ethnic and language group who believe on the Lord Jesus Christ. As Ambassadors of Christ, we must use all available means to reach all nations and not to wait for them to come to us.

Matthew 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; 2 Corinthians 5:20;

**ABOUT LAWSUITS BETWEEN BELIEVERS. . . .**

We believe that Christians are prohibited from bringing civil lawsuits against one another, other Christians, or the Church to resolve personal conflicts or disputes. We believe that God's word teaches us how to resolve personal disputes between members of His body. We do believe that a Christian may seek compensation from injuries from another Christians' insurance company(ies) as long as the claim is pursued without malice or slander.

1 Corinthians 6:1-8; Ephesians 4:31-31;

**ABOUT GIVING. . . .**

We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as the basis for giving, but that every believer is to give cheerfully and sacrificially to support the work of the Lord. God's work done God's way will never lack God's provision. His children will support His work.

Genesis 14:20; Proverbs 3:9-10; Acts 4:34-37; 1 Corinthians 16:1-2; 2 Corinthians 9:6-7; Galatians 6:6,10; Ephesians 4:28; 1 Timothy 5:17-18; 1 John 3:17;

## **SECTION 2**

### **AUTHORITY OF THE STATEMENT OF FAITH**

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the fore going Statement of Faith accurately represents the teaching of the Bible, and therefore, is binding upon all members.

## **SECTION 3**

### **OUR CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and upon profession of our faith, having been baptized in the name of our Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to give it a sacred preeminence over all institutions of human origin; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred, acquaintances, and all others; to walk circumspectly in the world; to be just in our dealings, faithful to our engagements, and exemplary in our behavior; to avoid all tattling, backbiting, and excessive anger; to abstain from worldliness, such as gambling, profanity, dancing and pornography; to be free from all oath bound secret societies or lodges; to abstain from the sale or use of alcoholic beverages in any form, illegal narcotic drugs and activities; and to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian love and show sympathy; to be courteous of speech, to be slow to take offence, and to always reach for reconciliation to all as our Lord directs.

We moreover engage, that if we are led from this Church, we will seek to unite with another Church as soon as possible to carry out the spirit of this covenant and the principles of God's Word.

## **ARTICLE III**

### **MEMBERSHIP OF CHRISTIAN BIBLE FELLOWSHIP**

## **SECTION 1**

### **QUALIFICATIONS FOR MEMBERSHIP**

Upon a majority vote of the members present at any Church service or meeting, membership shall be extended to all who have had and whose lives evidence a genuine experience of regeneration through faith in, and acceptance of the Lord Jesus Christ as personal Savior; who renounce sin; who endeavor to live a consecrated life wholly unto the Lord; who fully subscribe to the Statement of Faith contained herein; and who enter into the Church Covenant contained herein; and upon compliance with any one of the following conditions.....

A) By letter of transfer from another Bible believing Church of like faith and practice, or other written statement of good standing from the prior Church if the applicant has been baptized by immersion subsequent to a profession of faith.

B) By testimony of saving faith, and following the Lord in believers baptism.

C) By restoration, if having been removed from membership, upon majority vote of the congregation after confession is made publicly before the Church membership of the sin or sins involved, and satisfactorily evidences genuine repentance to the Church body and to the Church leadership.

Membership is open to all who meet the qualifications stated above. In order that there be no confusion we ask that each applicant meet with the pastor and/or chairman of the board in the absence of the pastor, to be sure each applicant understands the beliefs, policies, and positions of the Church and to answer any questions the applicant might have. The Board of Deacons reserves the right to reject or withdraw membership from any person who is not legally or Scripturally qualified in accordance with the principles for church discipline contained in the New Testament. Each applicant will publicly answer the following questions...

1) Are you a born again Christian and presently walking in the light of God's Word?

2) Are you in full harmony with the articles of our Statement of Faith, constitution and by-laws of this Church?

3) Are you in Christian fellowship with all those who are presently members of this fellowship?

4) Will you support this Church with your time, your talents, your finances and your prayers as God shall help you?

5) Will you submit yourself to and support the pastor and leadership of this Church as they attempt to be the guardian of your soul?

*Asked to both the congregation and applicant...*

6) Will you receive each other as brethren and sisters in Christ and enter into mutual communion and fellowship, and promise to walk with each as well as to pray for each other with all longsuffering, gentleness and love?

## **SECTION 2**

### **PRIVILEGES OF MEMBERSHIP**

A) This congregation functions not as a pure democracy, but as a body under the Headship of the Lord Jesus Christ, and the direction of the pastor as the undershepherd with the support and assistance of the deacons. Membership in this Church does not afford those individuals with any property, contract, or civil rights based on principles of democratic government. Determination of the internal affairs of this Church are ecclesiastical matters and shall be determined exclusively by the Church's own rules and procedures. Any church member should feel free to address new ideas or problems with any active church leader, i.e. deacons and/or pastor.

B) Any active member, 16 years of age or older, who is in good standing and present on the day of a church vote may exercise their privilege to vote. There will be no absentee ballots accepted!

### **SECTION 3**

#### **DISCIPLINE OF A MEMBER**

Since it is imperative that the Church remain unified in all of its functions and that without unity, the Holy Spirit will be both grieved and quenched, we address the matter of discipline. In the case of any difficulty between members of Christian Bible Fellowship, they should do all within their power to resolve the matter according to Matthew 5:23-24 and Matthew 18:15-17.

1) Should a member be accused of any offence against the Constitution, Covenant, Doctrinal Statement or the By-Laws the pastor and/or deacons shall contact them at once and proceed to investigate the matter. Should the investigation yield in favor of the accused or should the accused repent of the offence, the Church leadership shall make no report to the Body. In the case in which a member is charged with a trespass that would subject him/her to removal, the church leadership shall do all within their power to resolve the matter with the accused privately. However, should the accused refuse to correct their trespass then the Church leadership shall take it to the Church and the Church may vote with out any discussion. Members who have been expelled according to steps outlined above may be restored to fellowship by following the steps of 1 John 1. Confession both privately and publicly of their sins and giving full proof of their repentance to the body. Article 1, Section 1,c. Should the pastor or a deacon ( and/or a spouse or children of the pastor and/or deacon) be the subject of a disciplinary matter, he shall not sit as a member of the Church leadership investigating or dealing with the trespass. He shall be entitled to the same steps as other Church members and subject to the same discipline.

2) Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of an offence or trespass which would be a stumbling block (hinder spiritual growth or turn from the Lord), he is to go alone to the offending party and seek to restore his brother. Before he goes, he should first examine himself. When he goes he should go with a spirit of humility and have the goal of restoration.

3) No matter may be brought before the Church leadership or the Church unless steps 1 and 2 have been exercised, unless it is a public offence.

4) If an unrepentant offending party is removed from the Church membership, all contact with him/her from that point forward should be for the sake of restoration (except for family members). All other casual fellowship should cease.

### **SECTION 4**

#### **TRANSFER OF MEMBERSHIP**

Members, not under the disciplining process of section 3, may request that letters of transfer be sent to another church.

## **SECTION 5**

### **STATUS OF MEMBERSHIP**

A) Any individual member who has not attended a regular worship service of the Church in the preceding 12 weeks shall forfeit their right to vote or hold Church office, and be removed from the Church roll. Restoration may be made by following the steps outlined in article 3 section 1c. Upon good cause (hospital stay, military service, temporary job assignment, etc...) being shown to the pastor and/or deacons this provision for forfeiture may be waived in the case of any individual member, at the discretion of the pastor and/or deacons. **NOTE..... No shut ins (someone confined to their home or special nursing homes) will ever be removed from the church roll for this reason!**

B) Any member who unites with the congregation of another Church will automatically be removed from the rolls of Christian Bible Fellowship without notice.

C) Any member may resign at any time, but no letter of transfers or written statement of good standing will be issued upon such a resignation, except at the discretion of the pastor/deacons.

## **ARTICLE IV**

### **OFFICERS**

#### **SECTION 1**

### **CHURCH OFFICERS**

The Church officers are Pastor, Deacon, Trustees, Minister of Music, Minister of Youth, Minister of Records, Minister of Finance, Minister of Sunday School and Minister of Hospitality. One person may hold two or more offices, except that of the Pastor. The Pastor, from time to time as he deems appropriate, may appoint other Church officers, subject to the confirmation of the Deacon board and the congregational membership. We may have assistants appointed to the above mentioned officers as necessary.

#### **SECTION 2**

### **ELIGIBILITY FOR CHURCH OFFICERS**

Only Church members who are in good standing are eligible for election or appointment to any Church office or position.

### **SECTION 3**

#### **TERMS OF OFFICE**

The length of terms of office shall be as follows.....

A) The relationship between the pastor and the Church shall be permanent unless dissolved at the option of either party by the giving of a month's notice, or less by mutual consent. The severance of the relationship between the pastor and the Church may be considered at any regular Church administration meeting, provided notice to that effect shall be given from the pulpit to the Church at least one week prior to said regular Church administration meeting. At least a ninety percent (90%) vote in favor shall be required to call or to terminate a pastor with at least eighty five percent (85%) of the voting membership present to decide the matter. Disciplinary removal of the pastor from office automatically disqualifies him from membership. Restoration to membership after disqualification will be handled according to Article 3, Section 1c.

B) The term of service for the deacons shall be for 3 years, unless the deacon resigns, or has disciplinary action taken against him. After serving a full term a deacon must wait at least 1 year before being allowed to run for office again. The board shall consist of 7 men nominated by the previous deacon board and approved by the congregation. If a deacon is facing disciplinary action, his position as deacon shall be suspended automatically until the matter is resolved. Restoration to membership after disciplinary removal will be subject to the requirements of Article 3, section 1c. Only one member of any one family may serve on the deacon board at one time. (e.g. father, son, brother or grandfather)

C) The term of service for all officers and positions in the Church, except the deacons and the pastor, shall be one year. At the expiration of which they may be re-elected or re-appointed and be subject to a confirmation vote at any regular Church meeting.

D) All elected and appointed officers shall serve in their respective offices until their successors are duly elected or appointed. In the event of death or serious illness of any officer they may be replaced according to Article IV, section 4 or appointed as needed to complete a term of office.

### **SECTION 4**

#### **ELECTION AND APPOINTMENT OF OFFICERS**

The annual election of officers by the Church membership shall occur during the month of November at the annual Church administration meeting. A Nominating Committee shall be appointed by the Deacon board and the Pastor with the unanimous approval of both. Nominations shall not be made from the floor during the administration meetings, rather if any office is vacant, suggestions for nominees shall be in writing, and turned into the Nominating Committee at least one month prior to the annual Church administration meeting in November. All nominations made shall be prayerfully considered. Nominees presented are at the discretion of the Nominating Committee, deacons and pastor. The names of nominees shall be presented to the congregation at least one week prior to the annual administration meeting. Any concerns should be brought to the Nominating Committee, deacons or pastor as soon as possible. The special role of women in the church will be handled according to 1 Timothy 2:9-15. Therefore our men will be expected to fulfill their role of teaching and leading in classes and groups where men are present. This would include from Teens to Senior Adults. However, should this class be strictly for our ladies then we have the liberty to encourage our ladies to exercise their God given gift.

## **ARTICLE V**

### **DUTIES OF OFFICERS**

#### **SECTION 1**

##### **THE PASTOR**

A) The pastor shall preach the Gospel regularly and shall be at liberty to preach the whole counsel of the Word of God as the Lord leads him. He shall be free to administer the ordinances of the Church as God has commissioned. The Pastor shall oversee the teaching ministries of the Church, and tenderly watch over the spiritual interests of the membership.

B) The Church should expect the following from their Pastor....

He is to.....

- 1) Pray for the Church...Acts 6:4, 1Tim. 2:1-3,
- 2) Prepare, study of the Word of God...Acts 6:2,4, 2 Tim. 2:15,
- 3) Preach the Word of God...Acts 6:2-4, 2 Tim. 4:2,
- 4) Feed and lead his flock... Acts 20:28, 1 Pet 5:2,
- 5) Be an example to his flock...1Cor 11:1, 4:16, Phil 3:17,  
2 Thess 3:9, 1 Tim 4:12, Heb 13:7, 1 Pet 5:3,
- 6) Exhort and rebuke...1 Thess 5:12, Titus 2:15,
- 7) Warn his flock...1 Tim 4:1 & 6,
- 8) Watch over souls...  
His own...Acts 20:28, Col 4:17, 1 Tim. 4:16, 6:11  
Others...Acts 20:28-31, Heb 13:17,
- 9) Administer Ordinances...Matt 28:19-20,
- 10) Meet the qualifications of 1 Tim 3:1-7, Titus 1:6-9,

C) The Pastor shall serve as the president of the corporation. He shall inform and assist all newly elected or appointed officers of their particular church function and the responsibilities of their respective offices. He shall extend the right hand of fellowship to all new members on behalf of the Church and perform other such duties as generally appertain to such a position. The Pastor shall be free to choose the means and methods by which he exercises the ministry that God has given him.

D) Vacation leave will be 2 weeks per year up to 5 years after which he shall receive 3 weeks per year. After 10 years of faithful service he shall receive 4 weeks of paid vacation per year.

#### **SECTION 2**

##### **THE DEACONS**

A) The Deacons shall serve in cooperation with the Pastor, in promoting the spiritual welfare of the Church, in conducting the religious services, and in performing all other work of the Church. They shall make provision for the observance of the ordinances of the Church. They shall be active, along with the Pastor, in considering applicants for Church membership. They shall assist the Pastor and congregation in visitation and all other evangelistic efforts of the Church.

B) The Church should expect the following from their Deacon...

He is to...

- 1) Pray for the Church...1 Thess 5:17, Eph 6:18,
- 2) Serve the Church...Acts 6:2 & 3,
- 3) Meet the Qualifications of a Deacon... Acts 6:3, 1 Tim 3:8-13,

C) The Deacons shall elect from their own number, a chairman, who shall be vice president of the corporation. He shall chair each deacons meeting as well as each church meeting. They shall also elect from their number a secretary to record the minutes of each meeting for future reference.

### **SECTION 3**

#### **THE MINISTER OF YOUTH**

The minister of youth shall serve in cooperation with the Pastor and the deacons in promoting the spiritual welfare of the youth of the Church. He shall be responsible for lending direction to all areas of youth ministry.

### **SECTION 4**

#### **THE TRUSTEES**

A) The trustees shall exercise only the following specific powers....

- 1) to purchase, hold lease, or otherwise acquire real and personal property on behalf of the Church and to take real and personal property by will, gift, or bequest on behalf of the Church.
- 2) to sell, convey, alienate, transfer, lease, assign, exchange or otherwise dispose of, and to mortgage, pledge, or otherwise encumber the real and personal property of the Church, to borrow money and incur indebtedness for the purpose and use of the Church; to cause to be executed, issued, and delivered for the indebtedness in the name of the Church, promissory notes, bonds, debentures, or other evidence of indebtedness; and to secure repayment by deeds of trust, mortgages or pledges.
- 3) to exercise all powers necessary for the dissolution of the Church corporation, if such action is mandated by a vote of the Church membership.

## **SECTION 5**

### **THE MINISTERS OF RECORD AND FINANCE**

The minister of records shall keep a record of Church proceedings, of the membership roll, of all baptisms, of certificates of ordination, and commissions as directed by the Church, and preserve all documents, papers and letters coming into their hands during their term of office. All records are to be kept in the Church office and delivered to any successor upon leaving office. They shall keep account of any special events in the life of the Church which are of historical interest and shall give a report when requested by the Church leadership concerning the status of the Church membership roll during the past year.

The minister of finance shall account for all funds contributed to the Church and shall disburse the same as required by the Church. They shall present a written report of itemized disbursements at least monthly or as requested by the Church leadership. All expenditures of the Church except miscellaneous petty cash shall be paid by check. The ministers of records and finance shall also serve as the secretary and treasurers of the corporation.

## **SECTION 6**

### **THE MINISTER OF SUNDAY SCHOOL**

The minister of Sunday School shall supervise the Sunday School. In consultation with the Pastor, he shall report all needs that may arise during the year. He shall order the materials needed for the operation of the Sunday School and keep the Pastor informed of all purchases. He shall oversee the keeping of accurate records of attendance in all classes, collecting weekly reports from each teacher. He shall preside at the teachers' meetings and work in co-operation with the Pastor. He shall work with each teacher in advising in the promotion of special events planned throughout the year for the Sunday School classes and seek to encourage and help all teachers reach their goals. He shall assist the Pastor in yearly planning for the promotions and activities and help in carrying them out.

## **SECTION 7**

### **THE MINISTER OF HOSPITALITY**

The minister of hospitality, in co-operation with the Pastor, shall appoint a sufficient number of assistants to care for the work of ushering, collecting the Church offerings, and extending the official hospitality of the Church to its visitors and members. They shall assist the Pastor by handing out literature and materials as well as maintaining order during the service when necessary.

## **SECTION 8**

### **DUTIES OF ALL OFFICERS**

All officers shall work together in a spirit of unity, realizing we are a team and each person is of great value. It should be the desire of all officers to see others come to a saving knowledge of the Lord Jesus Christ, and then to bring them up in the nurture and admonition of the Lord. Loyalty to our Lord Jesus Christ, and the Church and its undershepherd (the Pastor) is of the utmost importance. Any differences should be settled privately and in a way that honors our Lord. Any officer that neglects his duties as outlined in the constitution for a period of three months may be removed from his office at the discretion of the Pastor and/or deacons. Another member may be appointed by the Pastor or deacons to serve the unexpired term.

**ARTICLE VI**

**MEETINGS**

**SECTION 1**

**MEETINGS FOR WORSHIP**

Unless otherwise determined by the Pastor, the Church shall meet each Sunday for public worship and at least once during the week for Bible study and prayer. Except when circumstances forbid it, the ordinance of the Lord's Supper shall be observed at least four times a year.

**SECTION 2**

**MEETINGS FOR CHURCH ADMINISTRATION**

A yearly Church administration meeting of the Church shall be held during the month of November, at which time the regular Church administration shall be considered. A quorum shall consist of 2/3 of the active membership except when voting for the office of a pastor which shall be handled according to Article IV section 3. Meetings for Church administration may be held as needed without special notice. They may be called as needed by the Pastor and/or deacons, provided they are in 100% agreement. Approval of a motion in the administration meeting shall be made by a 2/3 majority voting to approve.

**SECTION 3**

**SPECIAL MEETINGS**

A meeting for the selection of a pulpit committee or the election of a pastor may be called by the deacons at any time necessary. Bible conferences, revivals, missionary conferences and soul winning conferences may be held as the Pastor is led of the Lord.

**SECTION 4**

**FISCAL YEAR**

The fiscal year of the Church shall begin on January 1 and run through December 31 of the same year.

**ARTICLE VII**

**UNAUTHORIZED EXPENDITURES**

Expenditures of any amount up to \$500.00 can be approved by the deacon board without a Church administration meeting. Expenditures over \$500.00 must have both the approval of the deacon board and the Church body. In cases of emergency, expenditures in excess of \$500.00 and not authorized in a Church administration meeting must be authorized by the deacons or the Pastor if the deacons are unavailable.

**ARTICLE VIII**

**ORDINATION**

**SECTION 1**

**ORDINATION QUALIFICATIONS**

Any male member of this church who gives evidence of a genuine call of God into the work of the ministry, who possesses the qualifications stated in 1 Timothy 3:1-7 and Titus 1:6-9 as well as is in full agreement with this constitution, may be ordained as a minister of the gospel.

**SECTION 2**

**ORDINATION PROCEDURE**

A) Upon a conference with the Pastor and approval of the candidate for ordination, the Pastor shall call for a council to examine and pass on the qualification of the candidate. The ordination council shall consist of ordained ministers of like faith who've been invited to participate in the examination process. The council members shall be selected by the Pastor with input from the deacon board and the candidate.

B) If the candidate passes the examination board then the ordination council shall ordain the candidate in behalf of the church body.

**ARTICLE IX**

**TAX EXEMPT PROVISION**

**SECTION 1**

**PRIVATE INUREMENT**

No part of the net earnings of the Church shall inure to the benefit of or be distributable to its members, pastor, any other officers or private persons, except that the Church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I, section 2 hereof.

**SECTION 2**

**POLITICAL INVOLVEMENT**

No substantial part of the activities of the Church shall be the carrying on of propaganda or otherwise attempting to influence legislation. The Church shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

### **SECTION 3**

#### **DISSOLUTION**

Upon dissolution of the Church, the trustees shall after paying or making provision for payment of all liabilities of the Church, dispose of all of the assets of the Church to such organization or organizations organized and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1968 ( or the corresponding provision of any further United States Internal Revenue Law), as the Trustees shall determine. Assets may be distributed only to organizations which agree with the Church's statement of Faith.

### **SECTION 4**

#### **RACIAL NONDISCRIMINATION**

This Church shall have a racially nondiscriminatory policy and therefore shall not discriminate against members, applicants, students and others on the basis of race, color or national/ethnic origin.

### **ARTICLE X**

#### **DESIGNATED CONTRIBUTIONS**

From time to time the Church in the exercise of its religious, educational and charitable purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the Church leadership. No fiduciary obligation shall be created by any designated contribution made to the Church other than to use the contribution for the general furtherance of any purposes stated in Article I, section 2.

### **ARTICLE XI**

#### **AMENDMENTS**

This constitution may be revised pending a favorable vote of two-thirds of the active membership and voting at a properly called business meeting.

These alterations or amendments must have been presented in writing and approved by the Board of Deacons after which it shall be presented at a public service at least two weeks prior to the congregational business meeting in which such proposals shall be acted upon.

## **CHURCH BY-LAWS**

### **NUMBER 1**

Each member of the Church 16 years of age and older shall be entitled to vote on all matters of church administration. Members must be present to vote! No proxy or absentee voting will be allowed.

### **NUMBER 2**

All educational programs, fellowships, groups, committees, classes and outreaches shall be conducted as an integral and inseparable ministry of the Church.

### **NUMBER 3**

The Church building (auditorium, classrooms, offices...etc.) and the Church Fellowship Hall can be rented out providing the proper procedures are followed. The persons securing the facility will be responsible for any problems that may occur. The price for the rental shall be determined by the Deacon Board and the Pastor with the Church's approval. Use of the facilities will be controlled by the deacons and will be charted on the use schedule. Those requesting use of the facility shall be granted so on a first come first serve opportunity.

### **NUMBER 4**

All literature used in the Church shall be in complete agreement with the Church's Statement of Faith. All literature should be approved by the Pastor and/or deacon board in his absence.

### **NUMBER 5**

The Pastor will not perform weddings that he deems unscriptural. Nor will the Church buildings be used for any such weddings. The Pastor should meet with any couples or individuals and discuss their desire to wed or use of the buildings, but the final decision rest with the Pastor or deacons in his absence.

### **NUMBER 6**

These by-laws may be revised or amended by a favorable vote of two-thirds of the active membership and voting at a properly called business meeting for said purposes.

These alterations or amendments must have been presented in writing and approved by the Board of Deacons after which it shall be presented at a public service at least two weeks prior to the congregational business meeting in which such proposals shall be acted upon.

## TABLE OF CONTENTS

### CHURCH CONSTITUTION

PREAMBLE	pg 1
PURPOSE	pg 1
CHURCH DOCTRINAL STATEMENT	pg 2
CHURCH COVENANT	pg 9
CHURCH MEMBERSHIP	pg 10
CHURCH OFFICERS	pg 13
CHURCH MEETINGS	pg 19
CHURCH BY-LAWS	pg 23